



Swimmers,

We are so happy to be able to have you swimming at the Saline Rec Center. Use of the aquatic center requires a reservation. Reservations are made through SignUp Genius. Directions are below.

Note: All directions were made using a computer. Mobile devices (phones, tablets etc.) may work a little differently. There is also a SignUp Genius app.

Setting Up a SignUp Genius Account

- SignUp Genius accounts are free
- Go to www.signupgenius.com
- At the top left click “Log In”
- Click “New account” (just under the blue Facebook button)
- Enter your first and last name, email address and a password
 - Passwords require an 8-character minimum with a number, symbol, upper and lower case letter
- Check the “I’m not a robot” box
- Click the green “Register Now” button
- SignUp Genius will send you an automated email
- In the email, click the orange “Activate Your Account” button

Note: A SignUp Genius account is not necessary to sign up for lap lanes and leisure pool time. However, it makes it much easier to see your reservations and change or cancel them if necessary.

The Weekly SignUp

- The new sign up is posted at approximately 4:00 pm each Friday for the following week
- You can find the SignUp Genius link
 - On our website www.cityofsaline.org/parks
 - On our Facebook page Saline Recreation
- Our website isn’t always updated with the new week’s link right away. To find the new sign up if the link isn’t working
 - Go to www.signupgenius.com
 - Click the magnifying glass in the top right corner
 - On the left side it says “Search for a Sign Up by signup creator’s email”
 - Enter sferguson@cityofsaline.org
 - Click “I am not a robot”
 - Click the orange “Search” button
 - The new week’s signup will be there
- Make sure you click on the correct week’s signup
 - On Friday and Saturday the current week and the following week will both be posted

To Sign Up

- Find the week's SignUp using one of the methods listed above
- Scroll down until you find the day and time you are looking for
- Click on the box that says "Sign Up"
- You can click multiple boxes if you are signing up more than one person or making up to 3 reservations for yourself
- At the bottom of the page click "Submit and Sign Up"
- For each SignUp indicate who will be swimming. If it's you, then you can leave this blank.
- Enter your first and last name and email address
 - Or if you have created an account (we greatly prefer this) click "Login"
 - Enter your email address and password
 - Click the green "Login" button
- Answer the question "Is this SignUp made in advance or on the day of?"
 - There is a limit of three advance sign ups per person per week
- Click the orange "Sign Up Now" button
 - Don't forget this last step! Your SignUp is not confirmed until you click that last button
- You will get an emailed confirmation
 - If you don't get the confirmation, you didn't sign up

SignUp Policies

- You are allowed up to three advance sign ups per person per week
- Only one person per lane
- Back to back time slots are fine, but count as two, and should only be reserved if you will be swimming at least an additional 30 minutes
- Additional sign ups can be made the day of the reservation
 - You will need to indicate if your SignUp is one of your three advance reservations for the week or if it was made the day of
- The person swimming must be the person whose name is on the sign up
 - Use the comment section if needed to indicate who will be swimming
- Family swim must all be members of the same household

Canceling a SignUp

- Please cancel sign ups you cannot use at least 12-24 hours in advance. The sooner the better.
- **To cancel a sign up through the website**
 - Note: This method only works if you have a SignUp Genius account and were logged in when you made the reservation
 - Go to www.signupgenius.com
 - At the top right click “Log In”
 - Enter your email address and password
 - Click the green “Login” button
 - Your current/future sign ups will be listed
 - Find the sign up you wish to delete
 - Click the X on the right side
 - Double check that you are deleting the correct day and time
 - Click the white “Yes – Delete” button
- **To cancel a sign up through email**
 - Note: This method works for both those with and without a SignUp Genius account
 - Open your confirmation email
 - Click “Edit my Sign Up”
 - Click the orange “Delete” button
 - Double check that you are deleting the correct day and time
 - Click the white “Yes – Delete” button
- If you are having trouble cancelling a sign up, email Stephanie Ferguson at sferguson@cityofsaline.org or call the front desk at 734-429-3502 ext. 0 and we can cancel them for you

Arriving at the Rec Center

- Arrive no more than 10-15 minutes before your scheduled swim time
- When you check in at the front desk tell the receptionist you are here to swim. They will need to
 - Log you in as a member
 - Confirm that you are signed up
 - Confirm what lane you are in or if you are using the leisure pool
- You must take a shower here at the Rec Center before swimming.
 - This is vital to keeping our pools clean and safe for everyone
- Masks must be worn
 - Walking into and out of the building
 - In the locker rooms except while showering
 - On the pool deck
 - Walking to and from your lane
 - In the leisure pool unless you are actively swimming or regularly going underwater
 - Children do not need to wear masks in the pool

Swimming

- Do not arrive on the pool deck more than 5 minutes before your reservation time
 - Time slots are back to back
 - Do not expect to be able to get in the pool early or stay later
- One person per lane
- Make sure you are swimming in your correct lane
- Bring a Ziploc bag or something similar to store your mask in at the end of your lane while swimming
 - Do not hang masks on the yellow lane number signs
- Don't place any personal belongings including masks or towels on the white benches between the pools
- Swim in the middle of your lane
 - There's no need to circle swim as you are the only one in the lane
 - This keeps you the maximum distance possible from the people in the next lanes
- Limit your talking to people in other lanes
 - You must keep 6 feet apart at all times
 - Remember, you are not wearing masks and we need to keep everyone safe
 - Do not move toward the lane line to talk
 - Do not shout to someone who is in a lane that's not next to yours
 - If you are doing the same workout with someone else who is swimming, each person should know the workout or each should have a paper copy of the workout at their lane
- Leisure pool exercisers need to keep at least 6 feet apart at all times

Leaving

- Exit the pool promptly at the end of your reservation time
- Check out at the front desk with the receptionist when you leave the building

1866 Woodland Dr, Saline, MI 48176

734-429-3502

cityofsaline.org/parks



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